

# Table of Contents

Job Positions .....

1



# Job Positions

The Job Positions page allows you to create, edit, and delete job positions for your organization. A list of existing job positions is displayed in a grid on this page. When you post a job or when you [link](#) a job position to a [department](#), you will select a position that is created using this page.

**Basic Navigation** See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

**Return to Admin Tools** You can return to the [Admin Tools](#) page at any time by clicking **Admin Tools**.

**Records** Click **Records** to select the number of records to display.

## Add or edit job positions

Job positions are added or edited using the **Add New Position** window.

Field	Description
<b>Add New +</b>	Open the <a href="#">Add New Position window</a> .
<b>Edit</b>	<a href="#">Edit the position</a> .

## Delete job positions

Field	Description
<b>Delete</b>	Delete the row. A confirmation message is displayed prompting you to continue. <b>OK:</b> Delete the row. <b>Cancel:</b> Cancel and return to the previous page.

From:  
<https://help.ascendertx.com/careerportal/> - CP

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<https://help.ascendertx.com/careerportal/doku.php/jobpositions?rev=1488820034>

Last update: **2019/12/10 09:30**

